

# TEAMWORK

NEWSLETTER OF THE SOUTHEASTERN PENNSYLVANIA THEOLOGICAL LIBRARY

SEPTAL FALL MEETING AT  
ST. CHARLES SEMINARY LIBRARY  
WEDNESDAY, APRIL 23, 2014

The spring 2014 meeting of SEPTLA will be held on Wednesday, April 23 at the Library of St. Charles Seminary in Wynnewood, PA.

The all-day conference, planned by the Continuing Education Committee, will feature Dr. Carisse Mickey Berryhill, Associate Dean for Digital Initiatives, Special Collections, and University Archives at Abilene Christian University (ACU). She will be speaking on the topic of "Library Excellence in Online Theological Education."

During the afternoon session, Dr. Berryhill will join a small panel of SEPTLA members to address the ways in which library personnel and services can support online theological education.

Please submit specific questions about distance education that you wish to be addressed at the meeting to Lynn Berg at [lberg@nbts.edu](mailto:lberg@nbts.edu).

## Directions & Additional Information about the speaker:

<http://www.septla.org/pages/posts/spring-meeting-201421.php>

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## AGENDA

- |             |   |
|-------------|---|
| 8:45-9:30   | Registration and Refreshments   |
| 9:30-10:50  | Dr. Carisse Micky Berryhill<br><i>Library Excellence in Online Theological Education.</i> |
| 11:00-11:55 | Business meeting  |
| 12:00-1:00  | Lunch   |
| 1:00-3:00   | Afternoon panel discussion  |



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## PRESIDENT'S MESSAGE

Changes happen all the time, and in our profession as academic librarians we see a constant stream of changes- in students, faculty, formats, cataloging standards, etc. This Spring's all day meeting is going to address and discuss another change, a change in how students access their classroom experience and also the library. Some of us have experienced this change first hand. I, like several other SEPTLA members, attended my MLIS program via the web at the University of Pittsburg. However many of us have not had to deal with students in the digital realm outside of emails and IMs.

This change in education is why I am excited to attend this upcoming meeting. Continuing with our theme of digital culture and change, we are so pleased to have a presentation discussing how the library can assist and empower our distance learners. Dr. Berryhill's experience and reputation of excellence will be extremely helpful for those of us not well versed in distance education. It will be interesting to hear what the-ological resources she will recommend, and her tips on how to select and curate materials for our distance learners will be valuable to many. Hopefully you will bring your questions about distance education to the afternoon panel session; I know we all enjoy hearing and participating in lively discussions.

I am also looking forward to seeing what changes in leadership there will be during the business meeting. We will be holding elections for the positions of President and Secretary, and will hopefully have a confir- mation concerning the changes to the Bylaws.

I hope you all enjoy your Easter break, and that it provides you with a bit of rest and relaxation with your family and friends.

*~Laura Saloiye, Cairn University*

SEPTLA President

# **Southeastern Pennsylvania Theological Library Association**

**Spring Meeting - April 23, 2014**

**St. Charles Seminary**

**Business Agenda 11:00 P.M. to 11:50 P.M.**

I. Welcome

II. Treasurer's report

III. Reports from Interest Groups

- Cataloging
- Research Services
- Continuing Education

IV. Vote on Bylaws (see page 8)

V. Elections

- President: currently no one is running, please email Laura ([lsaloiye@cairn.edu](mailto:lsaloiye@cairn.edu)) if you would like to run
- Secretary: currently no one is running, please email Laura ([lsaloiye@cairn.edu](mailto:lsaloiye@cairn.edu)) if you would like to run
- Treasurer: Karl is up for re-election

VI. Dismissal to Lunch

**MINUTES**  
**SEPTLA EXECUTIVE COMMITTEE MEETING**  
**Tuesday, January 28, 2014**  
**Conference Call**

Present: Laura Saloiye, Cairn; Karla Grafton, Westminster; Bonnie Falla, Moravian; Terry Heisey, Evangelical; James Humble, St. Charles; and, Gerald Lincoln, Lancaster Bible.

**I. Date and Location of Spring Meeting:**

- Biblical (April 23—Wednesday after Easter)

**II. Continuing Education Update for Spring Meeting:**

- Dr. Carisse Berryhill will speak in the morning on distance education and online education. The focus will be on how the library can work to support an online distance education program. There is a need for several panelists. One will be Donna Campbell, who will talk about e-books.
- Karla wondered if someone from NYATLA would like to join us? Another panelist?
- Dan LaValla will reserve the lecture hall, but the chapel may be good for us (limit 40-45 people).
- There was a brief discussion about who to include on the panel. Karla said she would take a list of names back to the committee.

**III. Elections:**

- Some names were thrown around for president. Laura said she would contact them.
- Karl Krueger would like to stay on as treasurer for another four years.
- There is, at present, no secretary to take Bonnie's place.

**IV. Documents to Edit:**

- SEPTLA Host Responsibilities: no big changes needed. Bonnie said that it was "very complete." The timeframe outlined there is the same for the all-day meeting in the spring.
- Subscribing to the SEPTLA Listserv: One change: placing James Humble's name and email address instead of "me directly."
- The By-laws (specifically 4.5, 6 and 9): 4.5b is incorporated into 4.5, which now carries all three sentences. 9 turns on the question of whether the continuing education committee chair should be listed under the officers in section 6. Do we add CE chair to 6.8? Change "will" and "is" to "shall."
- Problem with CE chair not being under 6: because chairs of interest groups are also under 6.
- Bonnie pointed out that Terry suggested we re-organize the bylaws to group the CE and interest group committees together, but that was shot down.
- Archivist (6.7.1) simplified to "archivist appointed by exec committee."

Respectfully Submitted,

James Humble, St. Charles Seminary

# SEPTLA SPRING MEETING

Tuesday, October 29, 2013

Princeton Theological Seminary

## **Attending:**

Daniel LaValla	Biblical Theological Seminary
Dave Evans	
Laura Saloiye	Cairn University
Melvin Hartwick	
Clint Benz	Calvary Baptist Theological Seminary
Terry Heisey	Evangelical School of Theology
Gerald Lincoln	Lancaster Bible College
Bonnie Falla	Moravian Theological Seminary
Linda LaPointe	
Chris Brennan	New Brunswick Theological Seminary
Lynn Berg	
Don Vorp	Princeton Theological Seminary
Mary Astarita	
Maggie Capewell	
Casper Cheng	
Julie Dawson	
Virginia Dearborn	
Kait Dugan	
Jen Gundry	
Ken Henke	
Betsy Loans	
Greg Murray	
Donna Quick	
Chris Schwartz	
Kate Skrebutenas	
Bev Williams	
Debbie Stern	Reconstructionist Rabbinical College
Russ Buchanan	Reformed Episcopal Seminary
Jim Humble	St. Charles Borromeo Seminary
Marsha Blake	Westminster Theological Seminary
Karla Grafton	

# **Southeastern Pennsylvania Theological Library Association**

**Fall Meeting — October 29, 2013**

**Princeton Theological Seminary**

## **Business Meeting**

### **I. Welcome**

- A. Laura Saloiye, president, welcomed everyone and thanked Princeton Theological Seminary for hosting the SEPTLA meeting. She called the meeting to order at 11:10am.

### **II. Treasurer's Report**

(Treasurer Karl Krueger could not attend but put the following information on the SEPTLA listserv):

- A. Checking Balance: \$2,314.13 (from this balance, \$187.00 will be subtracted for the cost of the new SEPTLA bookmarks)
- B. Money Market Balance: \$5,566.16
- C. Balance: \$7,880.29

### **III. Interest Groups**

- A. Reference/IT Interest Group met to discuss how to move forward and to elect new chairs, since Marsha Blake and Dan LaValla are stepping down as co-chairs. The group decided to change the interest group name to Research Services, and will focus on user services, especially Information Literacy, including the IT aspects of it. New co-chairs are James Humble and Gerald Lincoln.
- B. Cataloging Interest Group re-elected Terry Heisey as their chair. They plan to discuss how to re-focus at a future meeting in order to be more inclusive, sometimes meeting with IT group.

### **IV. Continuing Education Committee**

- A. Report submitted by Karla Grafton after the meeting  
The Continuing Ed committee has finally found its fourth member: Julie Dawson! The committee now consists of Lynn Berg from NBTS, Jenifer Gundry from PTS and Julie Dawson from PTS as well as myself (from WTS). Thanks to everyone who completed the Continuing Education Committee survey. The fall meeting's topic of digitization proceeded directly from the results. A further thanks to all who submitted questions to Greg to help focus and facilitate the discussion! Also as a direct result of the survey, the spring meeting will be focused on Distance Education. If you have any ideas, suggestions or questions, please feel free to let one of us know!

### **V. Vote on Revised documents**

- A. SEPTLA Bylaws: 4.5 (under Election of Officers) and 4.5b were approved as 4.5; 6.5.3 (under Editor of Teamwork) was approved; 9.4, 9.41, 9.42, 9.43 (concerning Continuing Education committee) all need further revision. Executive Committee will attend to this at their next committee meeting.
- B. Host Library Responsibilities for Conferences, Plenary Meetings, and Workshops Document: Suggested change is to change times for Interest Group meetings to 9:30am-10:50am; suggested that document include a "Miscellaneous" that would inform on parking permits, directions, rooms needed, equipment needed. Executive Committee will revise.
- C. Subscribing to the SEPTLA Listserv: In 2), Change the word "me" to [septla-owner@churchportal.com](mailto:septla-owner@churchportal.com)

## VI. Old Business

- A. Laura reported on the results of the survey concerning how frequently SEPTLA should meet. 70% of respondents prefer two meetings per year. 30% prefer three meetings per year. Most prefer Wednesdays for the meeting.
- B. Kate Skrebutanas (PTS) reported that NYATLA does a winter "social event," sometimes visiting a museum or library, in order to facilitate the networking missed by a formal meeting.
- C. SEPTLA Bookmarks are available

## VII. Institutional News

- A. Bonnie Falla reported that Moravian College & Theological Seminary has a new Library Director, Janet Ohles. She begins December 2<sup>nd</sup>.
- B. Gerald Lincoln reminded us the Center of Theological Students are, in fact, Lancaster Bible College students and should receive the same privileges at other SEPTLA libraries.
- C. Chris Brennan announced that New Brunswick Theological Seminary will be building a new campus and administration building on Rutgers property. The old campus will be torn down and rebuilt as a new Rutgers Honors College.
- D. Clint Banz announced that, sadly, Calvary Baptist Theological Seminary is in its last year of operation.
- E. Russ Buchanan announced that Reformed Episcopal Seminary was accredited by ATS and will be building a new campus.
- F. Dan LaValla announce Biblical Theological Seminary's annual fall book sale and offered us flyers.
- G. Laura Saloiye announced that this fall, Cairn University implemented Encore with EDS for Discovery and purchased Innovative Interface's Content Pro Digitization software. 2013 marks 100 years for Cairn University and the 2013/2014 school year is filled with special concerts, lectures, and activities to mark the Centennial.

Laura adjourned the meeting at 12:15pm and Don Vorp, Princeton's James Lenox Librarian, welcomed us and offered a blessing before lunch. Many thanks to PTS for providing lunch to everyone.

After lunch, Greg Murray, PTS Digital Initiatives Librarian, presented an overview of Princeton Theological Seminary Library's digital projects, how the Digital Initiatives Team approaches its digital work, and outlined the practical advantages of digitizing via the Internet Archive and incorporating material into the Theological Commons (<http://commons.ptsem.edu/>). The Theological Commons is a digital library of 76,717 books and journals on theology and religion, including 26,783 volumes from the Princeton Theological Seminary Library. The Luce Foundation has awarded PTS \$1.5 million to expand the Theological Commons through international digitation partnerships and the inclusion of multimedia.

Jenifer Gundry, Global Network Librarian, reported to SEPTLA on the digital Public Library of America's major public event which was held Oct. 24-25, 2013. DPLAfest celebrated its successful April 2013 launch, its recent milestones, and its future (<http://dp.la/info/get-involved/events/dplafest2013>).

An optional tour of the new PTS library was offered. Those who attended reported it to be a beautiful, functional building. Some also viewed the on-site scanning operation (Internet Archive) in its temporary quarters until the north wing renovation is completed in 2014. Many thanks to Mary Astarita and Julie Dawson for these tours!

Respectfully submitted,  
Bonnie Falla, secretary

# SOUTHEASTERN PENNSYLVANIA THEOLOGICAL LIBRARY ASSOCIATION BY-LAWS

Revised January 28, 2014

## 1.0. Membership

### 1.1. Criteria

**1.1.1.** Members shall be libraries of institutions that are engaged in theological education primarily at the graduate level and which are accredited or formally seeking accreditation by a recognized accrediting agency.

**1.1.2.** Such libraries shall have their own library facilities within the SEPTLA region with adequate collection and accessibility to support their academic programs and the interests of SEPTLA. There must be a demonstrated ongoing commitment to maintain the same.

### 1.2. Duties and Responsibilities of Members

**1.2.1** Members shall demonstrate a commitment to the association's constitution and bylaws.

**1.2.2** Members shall participate in those cooperative agreements that are adopted by a vote of the members.

**1.2.3** Members shall remain current in the payment of annual dues of the association.

**1.2.4.** Members are expected to encourage their library staff to attend meetings of the association and be active participants involved in its activities and interest groups.

**1.2.5** Members shall have one officially designated voting representative to this association.

### 1.3 Admission, Resignation, Withdrawal

**1.3.1.** A library may request membership by applying in writing to the President. The Executive Committee will review the request, conduct a site visit, and present a report of recommended actions to the Members. A library may be elected as a Member by a majority vote of the designated voting representatives of the Members present at an announced meeting of the association.

**1.3.2.** A Member may resign by written notice to the President.

**1.3.3.** The Members may vote to withdraw membership from a Member for nonpayment of dues or other just cause.

## 2.0. Finances

**2.1.** Annual dues of \$75.00 (or as revised by vote of the membership from time to time) per member institution shall be submitted to the Treasurer no later than October 30th of each fiscal year.

**2.2.** Other costs of cooperative endeavors and special endeavors may be levied from time to time in accord with agreements for the endeavor or by majority vote of the Member institutions.

**2.3.** The fiscal year of the association shall be July 1 to June 30.

## 3.0. Contributed Services

Officers of the association, chairs of committees and leaders of cooperative endeavors shall serve without remuneration.

## 4.0. Election of Officers

**4.1.** Elections shall be held annually at the Spring meeting.

**4.2.** Nominations are to be solicited from the staffs of the Member institutions by the Past President. The slate of candidates is to be published in the newsletter prior to the Spring meeting. Additional nominations may be submitted by the general membership from the floor at the Spring meeting.

**4.3.** If there are two or more candidates for an office, election shall be conducted by means of paper ballot. If there is only one candidate for an office, election may be by acclamation or voice vote.

**4.4.** A simple majority of persons present from Members institutions and voting at the annual Spring meeting will be sufficient for election.

**4.5** In the event of a tie, candidates will come forward for a brief question and answer time. After the question and answer time, a re-vote will occur. In the event of another tie, a re-vote will be taken until there is a simple majority winner.



## **5.0. Terms of Office**

**5.1.** Officers shall serve a term of one year unless otherwise provided in these Bylaws.

**5.2.** Newly elected officers shall begin their term of service upon the adjournment of the Spring meeting.

**5.3.** The President and Secretary may stand for re-election for a consecutive second one-year term. If the President is re-elected for a second term, the Past President shall serve a second term as chair of the Executive Committee.

**5.4.** The term of Treasurer shall be four years. The Treasurer may stand for reelection for one additional term.

**5.5** Chairs of each interest group shall begin their term of service upon the adjournment of the Fall meeting. A Chair may stand for re-election for a consecutive second one-year term.

## **5.6. Vacancies**

**5.6.1.** In the case of incapacity or resignation of the President, the Past President shall fill the office until the next election. Lacking an incumbent, the Executive Committee shall fill the office until the next annual meeting.

**5.6.2.** Vacancies in any other office shall be filled by appointment by the Executive Committee with the appointee to serve the remainder of the term.

**5.6.3.** Service by appointment shall not disqualify the appointee from eligibility for reelection in the next following election to a full term.

**5.6.4.** Office held by a person no longer employed by a Member institution of the association shall be declared vacant at the time of separation from the institution.

## **6.0. Duties of Officers**

### **6.1. President**

**6.1.1.** The President shall preside at all plenary meetings of the association.

**6.1.2.** The President shall also be responsible for preparing a column for each issue of Teamwork.

**6.1.3.** The President shall serve as a member of the Executive Committee during the time of service as president and while in the capacity of immediate past president.

**6.1.4.** The President, with the assistance of the Executive Committee, shall schedule a review of all official SEPTLA documents during their first term.

**6.1.5.** The President, with his or her email address, will be listed as the official contact on the SEPTLA Website and be responsible for prompt response to inquiries made via the Website.

### **6.2. Secretary**

**6.2.1.** The Secretary shall record minutes of the general membership meetings of the association and shall forward them to the Executive Committee for editing, and then to the Editor of Teamwork for distribution in the next edition.

**6.2.2.** The Secretary shall canvas the members' library directors for updates to the online SEPTLA Directory before the fall meeting each year. The Secretary shall ensure that the additions/corrections to the Directory are updated on the web page.

**6.2.3.** The Secretary shall serve as a member of the Executive Committee.

**6.2.4** The Secretary shall send a packet of SEPTLA bylaws and direct-borrowing agreement for the signature of a new library director in a Member institution.

### **6.3. Treasurer**

**6.3.1.** The Treasurer shall hold any moneys of the association and maintain records of income and expense, and provide reports during each Executive Committee meeting and plenary business meeting.

**6.3.2.** The Treasurer shall serve as a member of the Executive Committee.

### **6.4. Past President**

**6.4.1.** The Past President shall actively assist the President in the administration of the Executive Committee and the plenary business meetings. In the absence of or at the request of the President, the Past President shall chair meetings as needed.

**6.4.2.** The Past President shall take minutes of the Executive Committee Meetings and shall forward them to the Executive Committee for editing, and then to the Editor of Teamwork for distribution in the next edition.

**6.4.3.** The Past President shall solicit nominations for those offices to be filled in the annual elections.

### **6.5. Editor, Teamwork**

**6.5.1.** The Editor of Teamwork, the newsletter of the association, shall be appointed by the Executive Committee.

**6.5.2.** The Editor of Teamwork shall report to the Secretary.

**6.5.3.** The Editor of Teamwork is responsible for collecting and publishing one issue prior to each plenary meeting.

### **6.6. Webmaster**

**6.6.1.** The Webmaster shall be appointed by the Executive Committee.

**6.6.2.** The Webmaster is responsible for keeping the SEPTLA website current.

**6.6.3.** The Webmaster shall report to the chair of the Technology Interest Group.

### **6.7. Archivist**

**6.7.1.** The Archivist shall be appointed by the Executive Committee.

**6.7.2.** The Archivist is responsible for keeping all the historical records of SEPTLA.

**6.7.3.** The Archivist shall obtain a snapshot of the SEPTLA Website in May shortly before the May meeting and file this copy in the SEPTLA archives.

### **6.8 Chair of the Continuing Education Committee**

**6.8.1.** The Chair of the Continuing Education Committee shall be appointed by the Executive Committee.

**6.8.2.** The Chair of the Continuing Education Committee shall be responsible for leading the Continuing Education Committee meetings.

**6.8.3.** The Chair of the Continuing Education Committee is responsible for the submission of grant requests to subsidize continuing education.

## **7.0. Programs & Projects**

### **7.1. Definition and Determination**

**7.1.1.** The entire association or any group of libraries of the association may undertake projects which enhance services, cooperation, access or resources for those libraries.

**7.1.2.** To be recognized as an undertaking of the association, the endeavor must receive endorsement by affirmative majority vote at a regular meeting of the association

### **7.2. Participation/Withdrawal**

**7.2.1.** Most endeavors of the association are to be voluntarily undertaken by the members. In so far as possible different libraries will undertake various aspects of the work to minimize outlay of moneys or separate accounting.

**7.2.2.** For endeavors which require financial commitments to outside entities, institutions opting to participate in a particular endeavor shall be responsible for their fair share of costs as determined at the inception, or adjusted underway, even if they later chose to withdraw from the project.

**7.2.3.** Agreements may also be forged if one or more institutions undertake a program on behalf of the association that requires the outlay of moneys or staff support beyond the ability of the institution to support. Such agreements, including projected costs, shall be made in writing and subscribed to by participating libraries prior to such undertakings.

### **7.3. Assessments**

Assessments to participating libraries may be made by the project director(s) to cover expenses for programs adopted by the association and subscribed to by member libraries.

### **7.4. Penalties**

At the discretion of and upon the action of the association various penalties may be imposed upon libraries failing to meet obligations within specified times. Dependent on the severity of the problem penalties may range from an additional financial charge to the removal of a library from a program or removal from membership in the association.

## **8.0. Interest Groups**

**8.1.** The association may have interest groups.

**8.2.** Upon petition by three or more members and approval by a majority of members voting at any plenary business session new interest groups may be constituted and named in section 8.5 below.

**8.3.** Interest groups shall determine their own form or organization, but shall have a Chair and Secretary. Elections will take place during the Fall meeting within the interest groups sessions and formally announced during the plenary business meeting that follows.

**8.4** The Chair of each interest group will serve on the Executive Committee.

**8.5** The current constituted interest groups are Cataloging, Reference/Information Literacy, and Information Technology/Systems.

## **9.0. Executive Committee**

**9.1.** There shall be an Executive Committee which is charged with long-range planning for the association and overseeing the fulfillment of the officers' duties.

**9.2.** The Executive Committee shall consist of the President, Past President, Secretary, Treasurer, the Chair of the Continuing Education Committee, and the Chairs of the Interest Groups.

**9.3.** The President shall serve as Chair of the Executive Committee.

**9.4** The Continuing Education Committee shall consist of a Chair and three individuals; the Chair may recommend individuals to the Executive Committee for appointment to the Continuing Education Committee. The responsibilities of the committee shall be to promote the educational development of SEPTLA by organizing Afternoon Workshops at each plenary meeting and a Biannual Full Day Workshop.

## **10.0. Rules of Order**

Robert's Rules of Order, latest edition, shall serve as the guide for the conduct of business unless otherwise provided in the constitution and by-laws.

## **11.0. Amendments**

These By-laws may be amended by a two-thirds majority vote of the Members. Such amendments shall be distributed in writing to the Members, and the vote shall be conducted by mail or at a duly called business meeting, with each Member having one vote.